

## APPENDIX 1

### Commonwealth Terms and Conditions

*Instructions: Click on the link below to open a copy of the Commonwealth Terms and Conditions Form. Fill in 2<sup>nd</sup> page blanks. Please ensure you sign the form. This form cannot be changed or modified. This form must be signed as is.*



comm-termscondition  
s.pdf

## APPENDIX 2

### Standard Contract Form

*Instructions: Click on the link below to open a copy of the Standard Contract Form. Fill in boxes highlighted in yellow. Please ensure you sign the form. This form cannot be changed or modified. This form must be signed as is.*



standard-contract-fr  
m.doc

## APPENDIX 3

### Massachusetts Substitute W-9 Form

*Instructions: Click on the link below to open a copy of the W-9 form. Follow the instructions and paste the filled in form on this page or provide as an attachment. Filling in the form and signing is required. You do not need to provide a copy of the 2<sup>nd</sup> page instructions.*



**newmass-w9.pdf**

## APPENDIX 4

### Contractor Authorized Signatory Listing

*Instructions: Please note, this form typically accounts for 80% of the cures necessary during procurements due to bidders not following the instructions. Please read all instructions carefully at the bottom of this page is a link to the proper Contractor Authorized Signatory Form. Follow the instructions below and paste the filled in form on this page or provide as an attachment. Filling in the form and signing is required. It is essential that the person signing the cover letter and all forms is listed on this form as a signature legally authorized to bind the firm. Please fill in your firm's name at the top of the page where it says Contractor Legal Name.*

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals listed on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

[Listing can not be accepted without all of this information completed.]  
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Department obtain authentication of signature for the signatory who submit the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.  
Signatory's full legal name (print or type):  
Title:  
X  
Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date: \_\_\_\_\_ 20\_\_\_\_.

My commission expires on: \_\_\_\_\_

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date: \_\_\_\_\_ 20\_\_\_\_.

AFFIX CORPORATE SEAL

casl-form.pdf

The person or people signing **any** of the proposal documents must be listed here.

This signature must be one of these corporate officers and Bidder must supply notarized corporate documents showing that the signatory has the right to delegate binding corporate authority.

## **APPENDIX 5**

### **Certificate of Non-Collusion**

*Instructions: This form must be filled in fully and provided. A link to the Certificate of Non-Collusion response form is located below. Insert a signed version of this form here (either as a pasted image or as a hardcopy).*



**Certificate\_of\_Non-c  
ollusion.pdf**

## APPENDIX 6

### Electronic Funds Transfer

*Instructions: Fill in the attached form and insert the filled in version of the form on this page of your Response or use the on-line sign-up service at <https://massfinance.state.ma.us/VendorWeb/vendor.asp>*



Blank EFT Form.pdf

## APPENDIX 7

### Treasury Supplier Diversity Program

*Instructions: Firms are required to fill in and submit this form even if they choose not to participate in the program. If a firm does not wish to participate they should fill in Part I of the form only and sign the form. Firms are welcome to cross out the other Parts of the form to make it clear that they are not participating. Firms are not obligated to participate in this program. However, as much as 5% of the scoring points are allocated to a high quality TSDP.*

*A link for the TSDP response form is located below. Provide this form (page 1 only) along with your response in this section. Bidder's Supplier Diversity Program Plan must include a copy of the TSDP certification of each Minority and Women Business Enterprise (M/WBE) company listed for consideration. A certified Bidder may not list itself as being a Supplier Diversity Program Partner to its own company. This form is NOT the same as the SDO certification of the Bidder's company.*



TSDP Form.doc

## APPENDIX 8

### Invest in Massachusetts Plan

*Instructions: Firms are required to fill in and submit this form even if they choose not to participate in the program. If a firm does not wish to participate they should fill in Part I completely and in Part II check the “no” box. Firms are welcome to cross out the other parts of the form to make it clear that they are not participating.*

*Firms are not obligated to participate in this program. However, as much as 5% of the scoring points are allocated to a high quality Invest in Massachusetts plan. A link for the Invest in MA response form is located below. Provide the form (not the instructions also included in a link below) along with your response in this section.*

7A



Invest\_in\_MA\_Instru  
ctions.doc

7B



Invest\_in\_MA\_Data\_  
Form.doc



## APPENDIX 9

### Tax Compliance Certification

*Instructions: The Bidder must demonstrate that it is in compliance with all Federal and Commonwealth tax laws (regardless of corporate locations) including M.G.L. Chapter 62C, Section 49A. The Bidder must submit an original or photocopy of a Certificate of Tax Compliance in Good Standing, which has been issued by the Commonwealth of Massachusetts Department of Revenue (DOR) within the past year. This Certificate may be obtained by submitting a request to:*

*Taxpayer Services Division, Certificate Unit  
Department of Revenue  
PO Box 7066  
Boston, Massachusetts 02204  
(617) 887-6550*

*The application must list the tax types for which the business is liable, including such items as meals, room occupancy, sales, use, withholding, corporate income and others as applicable. The issuance of the certificate normally takes several weeks and, as such, Bidders should indicate that their request for a certificate is sought in connection with a Commonwealth solicitation (with a deadline). If the Bidder does not submit the requested tax certificate with the proposal, the Bidder must submit documentation evidencing that the appropriate application has been filed. Evidence includes: facsimile transmittal, mailing receipt, receipt-stamped application, etc. The Certificate must be issued and provided to the Treasury prior to the final execution of the Standard Contract Form.*

#### **Simplified Instructions/Clarifications:**

- ☐ A proper response to this requirement entails one of the following two submission requirements:
  - ☐ If your firm DOES NOT HAVE A CURRENT (within the past year) Massachusetts Compliance Certificate:
    - If requested via FAX You must provide 2 things:
      - A copy of the filled in request form that was sent to MA DOR. If this method is used, you simply need to print a copy of the request confirmation and insert an image or hardcopy in this response template.
      - A copy of the transmission request. Make sure you retain a copy of the fax transmittal confirmation receipt and provide an image or Photocopy of the proof of transmittal along with a copy of the original form faxed.
    - If you requested via the MA DOR Website at <https://wfb.dor.state.ma.us/webfile/certificate/Public/Webforms/Welcome.aspx> you only need to provide a screenshot or copy of the request confirmation showing the request number
  - ☐ If your firm DOES HAVE A CURRENT (within the past year) Massachusetts Compliance Certificate which is has a date of certificate no more than one year from your submission date of this proposal, then provide a copy of the certificate.

- ☐ **Do not provide a copy of the Secretary of State** form from Massachusetts or your state of incorporation certifying that you are a registered corporation in your state or in Massachusetts. The form required is a Tax Compliance form that can only come from the Commonwealth of Massachusetts' Department of Revenue. Even if you are not a registered tax-paying corporation in Massachusetts, the Massachusetts DOR will still supply a Tax Compliance certificate upon request.

*Clicking on the link below is the PDF form to be sent to the Massachusetts DOR:*



certgoodstandingfor  
m.pdf